FilmL.A., Inc.
1201 W. 5th Street, Suite T-800
Los Angeles, CA 90017
t: (213)977-8600 - f: (213)977-8601
www.filmla.com

Summary Information

Permit No: F00059209 **Type of Permit:** FILMING **Release Date:** 12/04/2012

Production Company	UNIVERSAL NETWORK TELEVISION LLC
Insured Company Name	UNIVERSAL NETWORK TELEVISION LLC
Contact Phone No. 1	818-777-1000
Contact Phone No. 2	
Fax	310-969-1100
Address	100 UNIVERSAL CITY PLAZA, BLDG 1320/PH 1 UNIVERSAL CITY, California 91608
Production Title	THE OFFICE # 9014
Type of Production	TV Sitcom

Producer	Steve Burgess
Director	David Rogers
1st AD	Kelly Cantley
Production Manager	Meredith Zamsky
FilmL.A. Coordinator	Hans Groszkruger
Location Manager	Kyle Alexander
Primary Phone	Mobile - 310-909-9064
Secondary Phone	Office - 818-786-6666
Location Assistant	Kyle Alexander
Primary Phone	Mobile - 310-909-9064
Secondary Phone	Office - 818-786-6666

Fees

LA CITY DEPT OF REC AND PARKS - FILM USE FEE	$450.00
LA CITY DEPT OF REC AND PARKS PARK MONITOR FEE	$380.00
LA CITY DEPT OF REC AND PARKS MONITOR ADMIN FEE	$152.00

Total Permit Fee $982.00

Number of Locations 1

NOT A PERMIT

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Summary Information

Location

Permit Number F00059209
Production Company UNIVERSAL NETWORK TELEVISION L...
Insured Company UNIVERSAL NETWORK TELEVISION L...
Production Title THE OFFICE # 9014

Location Manager Kyle Alexander
Primary Phone Mobile - 310-909-9064
Secondary Phone Office - 818-786-6666

Location Address 6300 Balboa Blvd, Los Angeles, CA, 91436

Location Name LAKE BALBOA PARK

Location Type Park

Film Dates 12/5/2012 - 12/5/2012 05:00 - 10:00 1 day

Hold Dates 12/7/2012 - 12/7/2012 05:00 - 12:00

Open or Closed to the Public Open

Please see attached document Lake Balboa 2012.pdf

Equipment on Location

Type	Quantity
5 or 10 ton trucks	5
Camera cars	2
Cast/Crew vehicles	75
Cube Trucks	5
Generator	1
Honey Wagons	1
Motor Homes	2
Picture vehicles	2
Portable restrooms	1
Semi Trucks	1
Stakebed Trucks	1
Trailers	2
Vans	3

Personnel on Location

Type	Quantity
Cast	10
Crew	75

Filming Activities Exterior dialogue; walk & talks; Simulated paintball scene; Camera/equipment on grass and in dirt overflow lot; ITC & IPC; Ref# 38302;

Jurisdiction **Political:** Los Angeles City - Council District 06 **Police:** Los Angeles Police Department **Fire:** Los Angeles City

Thomas Guide **Page:** 531 **Grid:** D5

Approvals LOS ANGELES CITY DEPARTMENT OF REC & PARKS - FILM OFFICE Glenda Ward
LOS ANGELES POLICE DEPARTMENT Sam Park

Parking

Base Camp
Location Type : Filming Location

Crew Parking
Location Type : Filming Location

Parking Notes
Crew @ 13927 Saticoy St.
Base @ dirt oveerflow lot / west entrance near lake Balboa

NOT A PERMIT

Permit #F00059209

PARK FILM OFFICE
City of Los Angeles, Department of Recreation and Parks
4730 Crystal Springs Drive, (Mail Stop 664)
Los Angeles, California 90027
Telephone: (323) 644-6220 Fax: (213) 847-6056

Film Production Guidelines FOR LAKE BALBOA

Failure to comply with these conditions will be in violation of your film permit and may result in revocation of permit.

Welcome to the City of Los Angeles, Department of Recreation and Parks. In our partnership to protect the environmental integrity of our parks the Park Film Office is providing guidelines to ensure a safe and successful film shoot. Please review and provide copies of these guidelines to the appropriate responsible persons. Thank you for the continuous use of our parkland.

- **Ok to film at Lake Balboa Park on 12/5/12.**
- **Must not interfere with the park patrons and film company who has first priority.**
- **Ok to park in the dirt overflow lot.**
- **No parking on path, need to keep open.**
- **Must park all vehicles legally in the parking lot. May not park along dirt shoulder of the road.**
- **Must maintain access to the dumpsters.**
- **Must not close off the parking lot, must allow cars to be able to drive through at all times.**
- **MUST hand cart all equipment to site.**
- **NO heavy equipment or vehicles on the grass at all times.**
- **NOT allowed on the dock at all times.**
- **MUST stay clear of all service roads.**
- **NO parking allowed on service roads.**
- **NOT allowed to go beyond orange mesh fence.**
- **May not have any persons or equipment enter the water at any time for any reason.**
- **Pedestrians have the right of way at all times.**
- **Cannot alter the landscape area of the park.**
- **Company is responsible for their own trash.**
- Vehicles and/or heavy equipment are not allowed on turf areas unless prior approval is given by the Park Film Office.

NOT A PERMIT

- Production companies must provide their own restroom and trash receptacles. The City dumpsters and trash cans cannot be used so all self-generated trash has to be removed and disposed of off-site.
- Film permits do not provide exclusive use of a park or recreation area.
- Service roads, parking lot driveway access, handicap or electric vehicle designated parking stalls may not be blocked or restricted. Emergency vehicle access lanes must be maintained in parking lots and park streets at all times.
- A 20 Foot unobstructed lane must be maintained between parked vehicles/trailers in all parking lots and Recreation and Parks roadways for emergency vehicle access.
- Due to underground plastic irrigation lines and trees having shallow root systems, staking or drilling into turf, rocks, trees or asphalted areas is not permissible unless prior approval is given by the Park Film Office. This approval will be noted in the permitted guidelines.
- Locked park gates can only be accessed by a Park Film Office Monitor. Security of open gates must be provided by the permitted company. Any equipment that is permitted to stay overnight must be guarded by the permitted company's security group.
- Alterations to natural or manmade surroundings or content of the park are not permissible unless documented in these specific guidelines**. The permit holder is financially responsible for all remediation should there be any damage or unauthorized alteration to Department property. The remediation and cost of will be determined by the Park Film Office.**
- A Park Film Office Monitor(s) may be assigned to the permitted location. Their job is to ensure guidelines are followed, liaison between parK
- patrons, other City employees and a communication link between Permitee and the Park Film Office for any additional needs or authorizations. When the Park Film Office is closed the Park Film Monitor has the authority and responsibility to modify these guidelines within the parameters given to them by their supervisor. The Park Film Monitor has access 24/7 to contact their supervisors if needed. The Permitee will be required to adhere to the instructions, restrictions and requests given by the Park Film Monitor.
- Smoking is prohibited on all Department properties. An exception has been made for permitted film production companies to smoke in areas that are designated by the Fire Safety Officer or Park Film Monitor. If a Fire Safety Officer or Park Film Monitor is not assigned to the Permitee there will be no smoking with the exception of an actor smoking while performing or as part of the scene.
- A designated smoking area may not be near any patron activity or facility. Large buckets of sand or water must be placed in this area for disposal of tobacco or tobacco related products.

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- The designated smoking area may be revoked or not allowed depending on weather and location conditions. Failure to comply with the smoking restrictions may result in a fine.

F-59209
UNIVERSAL
THE OFFICE #9014
(LAKE BALBOA AND OVERFLOW LOT)

NOT A PERMIT